



August 2004

Citywide Employee Safety Training Calendar

(Scheduled as of August 3, 2004)

Date(s)	Course	Time(s)	Location
August 3	Traffic Control/Safety Awareness (4 hrs)	7:30 am – 11:30 am	Harbor Department, 925 Harbor Plaza Drive, 5th floor, training room
August 3	Traffic Control/Security Officer (4 hrs)	12:00 pm – 4:00 pm	Harbor Department, 925 Harbor Plaza Drive, 5th floor, training room
August 4	Traffic Control/Security Officer (4 hrs) 2-sessions AM/PM	7:30 am – 11:30 am & 11:30 am – 3:30 pm	Harbor Department, 925 Harbor Plaza Drive, 5th floor, training room
August 4	Bloodborne Pathogen (Module 3) (3 hrs)	7:45 am – 11:00 am	PW/EDC, 2929 E. Willow Street, Classroom NOTE: Enter at ESB entrance or Off-street parking only.
August 5	Traffic Control/Coning Competent Person (8 hrs)	7:30 am – 4:30 pm	Harbor Department, 925 Harbor Plaza Drive, 5th floor, training room
August 10	Traffic Control/Coning Competent Person (8 hrs)	7:30 am – 4:30 pm	Harbor Department, 925 Harbor Plaza Drive, 5th floor, training room
August 10 (Tentative)	Body Mechanics Training (2 hrs)	1:00 pm – 3:00 pm (Tentative)	TBD NOTE: for LBE employees
August 11	Traffic Control/Safety Awareness (4 hrs)	7:30 am – 11:30 am	Harbor Department, 925 Harbor Plaza Drive, 5th floor, training room
August 11	First Aid (Module 2) (4 hrs) 2-sessions AM/PM	8:00 am – 12:00 pm 12:30 pm – 4:30 pm	American Red Cross, 3150 E. 29 th Street, Classroom 2 NOTE: Parking is available in the back lot near classrooms
August 12 (Tentative)	Body Mechanics Training (2 hrs)	1:00 pm – 3:00 pm (Tentative)	TBD NOTE: for LBE employees
August 18 – 20	Defensive Driver's Training (4 hrs) 2-sessions AM/PM	8:00 am – 12:00 pm & 12:30 pm – 4:30 pm	Harbor Department, 925 Harbor Plaza Drive, <u>Location:</u> 8/18 & 8/19, 3 rd floor, Planning Conference Room 8/20, 5 th floor Conference Room (Plum Room)
August 25	Bomb Threat Awareness (Partial Module 4) (1 ½ hr)	8:30 am – 10:00 am	PD, WPSS, 1835 Santa Fe Avenue, Community Room
August 25	Follow-the-Book Training (1 ½ hr)	10:00 am – 11:30 am	Main Library, 101 Pacific Avenue, lower level, Meeting Room # 1
August 31	Ergonomics Office Training (1 hr)	2:00 pm – 3:00 pm	PW/EDC, 2929 E. Willow Street, Classroom NOTE: Please enter off of Willow Street for parking or off-street parking
TBD	Body Mechanics Training (2 hrs)	TBD	TBD NOTE: for Airport employees
TBD	Asbestos O&M (8 hrs)	TBD	LBE, 2400 E. Spring Street, Auditorium NOTE: For LBE employees

Created: 8/3/04

NOTE: Course dates and time are subject to change without notice. Please be advised that HR will request a JV charge point from departments who have employees signed up for training and they do not show up for the class. If you have any questions, please contact May Jong, Risk Management @ may_jong@longbeach.gov